

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on Tuesday 15<sup>th</sup> October 2019, at 7.15pm.

Present: Cllrs. Mrs. H. Cumberpatch (Chair), Mrs. C. McGann, D. Pringle, Mrs. M. Birkitt, Mrs. L. Harley, G. Cotton, G. Lockwood, M. Westmoreland, G. Lewis & Mrs. J. Murden (Parish Hall Manager/Asst. to the Clerk).

Clerk: Mrs. A.K. Mitchell.

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23/19. To receive apologies for absence.  
None.

24/19. Declaration of Members' interests.  
None.

25/19. To note the minutes of previous meeting.  
The minutes from the meeting held on 25<sup>th</sup> June 2019, were duly noted.

26/19. Matters arising from the minutes.

(a).Emergency Lighting - recharge batteries.

It was noted that the lights would be recharged the following morning by staff as there were other hirers in the building at this time.

27/19. Financial position to date.

It was noted that the Clerk had not received any queries prior to the meeting.

**It was RESOLVED to accept the 2019/2020 Salary Statements. All in favour.**

**It was RESOLVED to accept the 2019/2020 Committee Budget statement. All in favour.**

MW joined the meeting at this point.

28/19. Caretaking/Maintenance Issues Update.  
Caretaking Vacancies.

Members were updated on the current position.

Caretaker - 2 days - A possible candidate is being interviewed later in the week.

**It was RESOLVED that should this candidate prove suitable then the interview panel has delegated powers to arrange a month's trial for the person concerned. All in favour.**

Caretaker - 5 days - It was agreed to take up Stapleford Town Council's offer of placing the advert on their website. The Clerk will also circulate it to other Parish Council's & community groups in the area.  
**Clerk to action.**

Annexe Roof Works - It was noted that these works are now complete. The foyer roof is next which is due for the next financial year.

Fire Alarm & emergency lighting servicing arrangements etc. - progress report.

Hall Electrical inspection - Following a detailed discussion it was **RESOLVED that it is not now necessary for this to be carried out again until 2023. All in favour.**

Emergency Lighting & Fire Alarm Inspections -

It was noted that quotations had been circulated to Members prior to the meeting for consideration.

**It was RESOLVED to accept the quote of £250 plus VAT for the initial service & the £180 plus VAT for a bi-annual service from J. W. Simpkin Ltd. All in favour.**

**Clerk to action.**

Car Park - planned maintenance.

It was noted that the application for funding to BBC had been successful.

**It was RESOLVED to appoint the Breedon Group as the Council's preferred contractor for these works. All in favour.**

The Clerk will now send this information to NCC for their final approval; once this is received she will be able to place the order for the works as agreed.  
**Clerk to action.**

Installation of cycle rack-

It was agreed to park this item for the time being.

Solar Panels – The Clerk advised on the current situation in respect of the outstanding quote. It was agreed that the Chair & Vice Chair will visit the contractor concerned. **HC & GC to action.**

Central Heating System –

It was agreed to discuss options at the November Full Council Meeting.

Hall Floor –

It was noted that a scrub & re-seal may be needed in the near future.

It was agreed to trial a floor powder for dance events when required – this to be funded by the hirer but put down & cleaned up by Council staff.

Once the acoustic works have been carried out it was **RESOLVED that a previous dance related hirer be offered a free one-off event to ascertain whether it will be possible for them to return on a regular basis. All in favour.**

29/19.

Play Park Report.

Grounds Maintenance Works –

It was agreed that Members would take part in a general tidying of the grounds on Sunday 3<sup>rd</sup> November 2019.

**Members to action.**

Grass cutting –

Members were asked to note the response from BBC & the Clerk's report in respect of dates. It was agreed that the Clerk should follow up further with BBC on this matter. **Clerk to action.**

Play park improvements Update – The Clerk is in the process of obtaining a quote for a sign as previously discussed.

30/19.

Fire Safety Regulations – Annual Review.

It was noted that this has been updated & now just needs printing off & circulating as necessary. **P.H. Manager to action.**

31/19.

Benchmarks for managing your Community Hall.

The P.H. Manager advised that work on this is still ongoing.

- 32/19. Parish Hall Refurbishment Project- progress report.  
 Revaluation of the building – It was noted that quotes have been received & circulated to Members prior to the meeting. One query remains outstanding with one of the companies.
- It was agreed that the Clerk should chase this query & the matter then be reconsidered at the November Full Council Meeting.  
**Clerk to action.**
- Acoustic Works – These have been ordered & are due to take place next week.
- Bar/Kitchen Refurbishments –  
 The P.H. Manager is to compile estimates for the necessary work & then the Clerk will make a grant bid to the Awards for All Scheme.  
**P.H. Manager & Clerk to action.**
- It was noted that it may be possible to paint the bar in the meantime as a temporary measure.
- 33/19. Annual Inventory.  
 There is just the kitchen to finish – the P.H. Manager will therefore report back at the next appropriate Council meeting.  
**P.H. Manager to action.**
- 34/19. Future Budget Plans.  
 Two of the four items suggested have already been achieved – those being the replacement main hall doors & the acoustic equipment for the main hall.
- The remaining two items, blinds for windows & replacement front doors will be considered as part of the budget process.
- 35/19. Review of the current Hall Hire Agreement.  
 It was noted that this item has been put on hold until the current caretaking situation has been resolved.
- 36/19. To consider 2020/2021 Draft Budget Proposals.  
 It was noted that an initial draft document had been circulated to Members at the start of the meeting.

A detailed discussion ensued & Members were asked to consider the initial document in time for the November Council Meeting.

37/19. To discuss hall closure arrangements over the festive period 2019.  
Following a detailed discussion it was **RESOLVED that with the exception of standing bookings the hall should be closed for the period 23<sup>rd</sup> December - 1<sup>st</sup> January inclusive. All in favour.**

38/19. Misc. items of repair, maint. etc.  
Members were asked to note the content of the 2019/2020 list which had been circulated prior to the meeting.

39/19. To consider applications for hire - documents previously circulated.  
No queries had been received by the P.H. Manager prior to the meeting.

Christmas Event Query - Following a detailed discussion it was agreed that the event should show the organisers as the hirer but it was noted that the fee is to be donated by a Member of the Council.

The Council is to hold a raffle at the event & an appeal was therefore made for prizes. Proceeds from the raffle will be used to fund an item for the Parish Hall

40/19. Clerk's Report.  
It was noted that the post Remembrance Day service refreshments will not be held at the Parish Hall this year.

41/19. Date of next meeting - Tuesday 25<sup>th</sup> February 2020.  
The meeting closed at approximately 21.10pm.

Signed.....Chairman

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